

ORDINANCE NO. 1731

1 AN ORDINANCE relating to the preparation
2 and administration of the budget concerning
3 the interdiction of contracts and expenditures
4 and amending K.C.C. 4.04.040 (5) and Ordinance
5 No. 1359, Sec. 3, 1972 and Ordinance No. 620,
6 Sec. 3 (Part) 1970.

7 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

8 SECTION 1. K.C.C. 4.04.040 (5) and Ordinance No. 1359, Section 3,
9 1972 and Ordinance No. 620, Section 3 (Part) 1970, are hereby amended to
10 read as follows:

11 Preparation and administration of budget. (a) PREPARATION AND
12 DISTRIBUTION. The county council and county executive or his designee shall
13 execute the responsibilities outlined below in order to accomplish the prepa-
14 ration and distribution of the county budget and budget document.

15 (1) Role of the County Executive.

16 (A) Submission of agency requests. At least one hundred thirty-five
17 days prior to the end of the fiscal year, all agencies of county government
18 shall submit to the county executive information necessary to prepare the
19 budget. The county executive shall prepare a procedure by which the county
20 auditor may have access to or can obtain copies of agency submitted requests.

21 (B) Executive budget hearings. Prior to presentation to the county
22 council, the county executive may provide for hearings on all agency requests
23 for expenditures and revenues to enable him to make determinations as to the
24 need, value or usefulness of activities or programs requested by agencies.
25 The county executive may require the attendance of proper agency officials
26 at his hearings, and it shall be their duty to disclose such information as
27 may be required to enable the county executive to arrive at his final deter-
28 mination.

29 (C) Submission of executive budget. The county executive shall pre-
30 pare and present an annual budget and budget message to the council no later
31 than seventy-five days prior to the end of the fiscal year. Copies of the
32 budget and budget message shall be delivered to the clerk and each council-
33 man.

(D) Submission of proposed appropriation ordinance. The county
executive shall prepare and present a proposed appropriation ordinance not
later than seventy-five days prior to end of the fiscal year. The proposed
appropriation ordinance shall specify by fund, program, project and/or
agency the expenditures levels for the ensuing budget year.

(E) Availability to the public. Prior to the public hearing on the
budget, the budget message and supporting tables shall be furnished to any
interested person upon request, and copies of the budget shall be furnished
for a reasonable fee as established by ordinance and shall be available for
public inspection.

1 (2) Role of the County Council. (A) Review of the executive budget.
2 The council shall review the proposed appropriation ordinance and shall
3 make any changes or additions it deems necessary except the council shall
4 not change the form of the proposed appropriation ordinance submitted by
5 the county executive.

6 (B) Legislative budget hearings. The county council shall then
7 announce and subsequently hold a public hearing or hearings as it deems
8 necessary.

9 (C) Appropriation. Upon completion of the budget hearings the
10 county council shall by ordinance adopt an appropriation granting authority
11 to make expenditures and to incur obligations, and the council may attach
12 an accompanying statement specifying legislative intent.

13 (3) Printing and Distribution of the Budget. The office of budgets
14 and accounts shall be responsible for the printing and distribution of the
15 executive and final adopted budget.

16 (b) ADMINISTRATION OF THE BUDGET. (1) Allotment and Work Program.

17 (A) Establishment of allotments. Within thirty days after adoption
18 of the appropriation ordinance all agencies shall submit to the county
19 executive a statement of proposed agency expenditures at such times and in
20 such form as may be required by him, provided that the county council is
21 not required to submit an allotment. The statement of proposed expendi-
22 tures shall include requested allotments of appropriations for the ensuing
23 fiscal period for the department concerned by either program, project,
24 object of expenditure or combination thereof and for such periods as may be
25 specified by the county executive or his designee. The county executive
26 shall review the requested allotments in light of the agency's plan of
27 work, and he may revise or alter agency allotments. The aggregate of the
28 allotments for any agency shall not exceed the total of appropriations avail-
29 able to the agency concerned for the fiscal period.

30 (B) Revision of allotments. If at any time during the fiscal period
31 the county executive shall ascertain that available revenues for the ap-
32 plicable period will be less than the respective appropriations, he shall
33 revise the allotments of agencies funded from such revenue sources to pre-
34 vent the making of expenditures in excess of revenues. To the same end,
35 the county executive is authorized to assign to, and to remove from, a
36 reserve status any portion of an agency appropriation which in the county
37 executive's discretion is not needed for the allotment. No expenditure
38 shall be made from any portion of an appropriation which has been assigned
39 to a reserve status except as provided in this section.

40 (2) Review of Pay and Classification Plans. The county executive or
41 his designee shall periodically review any pay and classification plans,
42 and changes thereunder for fiscal impact, and shall recommend to the council
43 any changes to such plans provided, that none of the provisions of this

1 subsection shall affect merit systems of personnel management now
2 existing or hereafter established by ordinance relating to the
3 fixing of qualification requirements for recruitment, appointment,
4 promotion, or reclassification of employees of any agency.

5 (3) Transfer of Appropriations between Agencies. During
6 the last quarter of the fiscal year, the county council when
7 requested by the county executive may adopt an ordinance to trans-
8 fer appropriations between agencies of county government; but a
9 capital project shall not be abandoned thereby unless its aban-
10 donment is recommended by the executive department responsible
11 for planning.

12 (4) Lapsing of Appropriation. Unless otherwise provided by
13 the appropriation ordinances, all unexpended and unencumbered
14 appropriations in the current expense appropriation ordinances
15 shall lapse at the end of the fiscal year. An appropriation in
16 the capital budget appropriations authorization shall be canceled
17 at the end of the fiscal year, unless the executive shall submit
18 to the council the report of the final year end reconciliation of
19 expenditures for all capital projects on or before March 1st of
20 the year following the year of the appropriation, and each year
21 thereafter in which the appropriation remains open.

22 (5) When Contracts and Expenditures Prohibited. No agency
23 shall expend or contract to expend any money or incur any liabil-
24 ity in excess of the amounts appropriated. Any contract made in
25 violation of this section shall be null and void; any officer,
26 agent, or employee of the county knowingly responsible under such

27 a contract shall be personally liable to anyone damaged by
28 this action. The county council when requested to do so by the
29 county executive may adopt an ordinance permitting the county to
30 enter into contracts requiring the payment of funds from appro-
31 priations of subsequent fiscal years, except that the county
32 executive may enter into lease, rental or purchase contracts for
33 a period not to exceed twenty-four months in which cancellation

1 clauses are provided to terminate the contract prior to the end
2 of the current budget year. ((but)) Real property shall not be
3 leased to the county for more than one year unless it is included
4 in a capital appropriation ordinance; provided, that nothing in
5 this section shall prevent the making of contracts or the spend-
6 ing of money for capital improvements, nor the making of
7 contracts of lease or for service for a period exceeding the
8 fiscal period in which such contract is made, when such contract
9 is permitted by law.

10 INTRODUCED AND READ for the first time this 19th day of

11 March, 19 73.

12 PASSED this 16th day of July, 19 73.

13
14 KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

15
16 Mary J. Quinn
17 ACTING Chairman

18 ATTEST:

19
20 Dorothy M. Quinn
21 Deputy Administrator-Clerk
King County Council

22 APPROVED this 16th day of July, 19 73.

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24 Philip D. Spelman
25 King County Executive
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